

User Guide

FAM¹ System Enhancements: Linking FACE forms into FAM Module of eTools

**Issued: December 2025
RMPS Unit/PET - OSE**

¹ Financial Assurance Module of eTools

Table of Content

Purpose of the Guide and target Audience	3
Overview of the Enhancement	3
a) Background.....	3
b) Objectives.....	3
c) Expected benefits	4
d) Key Enhancements.....	4
System Walk-Through.....	4
a) Login to eTools	4
b) View of Partner's History	6
c) Reporting.....	11
d) Assigning Follow-Up Action Points.....	18
e) Finalizing Engagement	20
Other References	21

Purpose of the Guide and Target Audience

This guide aims to assist eTools users with supplementary information on how HACT assessment and financial assurance activities are conducted in FAM module of eTools. It provides a step-by-step outline of creating, performing, and reporting of scheduled audit, spot check, and special audit.

The Users of this guide include UNICEF HACT focal points, UNICEF audit focal points, UNICEF Spot checkers, and UNICEF Programme Result Managers as well as Third-Party Service Providers who will be involved in creating, conducting, and reviewing the engagements,.

Overview of the Enhancement

a) Background

Financial assurance activities—specifically spot checks and audits—are FACE-based procedures, meaning they are triggered only after Implementing Partners (IPs) report FACE forms. This creates an inherent linkage between assurance activities managed through eTools and the reported FACE expenditures.

However, the current Financial Assurance Module (FAM) does not create this linkage. Instead, assigned staff must manually identify the relevant FACE forms, determine the reporting periods, and calculate as well as record the total reported amounts. This manual process brings a set of risks that includes human error, data inconsistency, extra administrative burden, weak audit trail, etc.

b) Objectives

The enhancement aims to resolve the above limitations by creating an automated connection between the FACE Form data in Insight (eZHACT 2.0/Version) and Financial Assurance engagements in FAM/eTools. With this improvement, staff will have the ability to view a list of FACE Forms reported by each partner directly within the assurance engagement interface. They will also be able to select the relevant FACE(s) designated for audits or spot checks. This enhancement will greatly enhance data accuracy and operational efficiency. Further objectives include:

- Ensure recording of financial data (e.g., amounts tested, financial findings) in both local currency and USD resolving currency-related issues that affect the integrity of the analysis and monitoring of financial findings reported through the financial assurance activities.
- Enhance data retrieval from Insight, making it easier to access relevant information. Improved coherence between the two primary platforms, Insight and eTools.
- Streamline monitoring of financial findings, including ineligible expenses, using Power BI and dashboards.

DFAM will also benefit from this enhancement of linking the FACE forms information into the financial assurance activities. This will facilitate tracing the ineligible expenditure identified in the financial assurance activities into the associated FACE Forms.

c) Expected benefits

The expected benefits from the system upgrade include:

- **Data Accuracy:** Automatic data transfer between SAP/eZHACT 2.0 and eTools eliminates manual intervention, ensuring higher accuracy in financial data management.
- **Efficiency:** Reduces administrative time and duplication of effort associated with data re-entry.
- **Accountability:** Provides full traceability between reported expenditures, assurance processes, and results, enhancing transparency.
- **Stronger Oversight:** Enables improved analysis and evidence-based decision-making across offices.

d) Key Enhancements

Key newly added features are:

- FACE forms are automatically synchronized from Insight (eZHACT/VISION) during engagement creation in eTools FAM.
- The total amount of FACE forms are calculated automatically in both local currency and US dollar.
- A summary of prior HACT activities is provided during engagement creation for better visibility.
- Alerts are generated for FACE forms from previous assurance activities to prevent duplication in HACT assurance.
- Each financial finding can be reported individually in FAM.

System Walk-Through

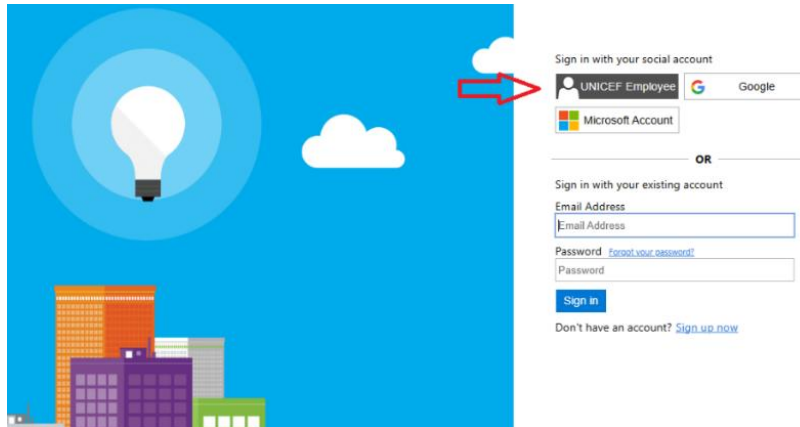
a) Login to eTools

- UNICEF Staff

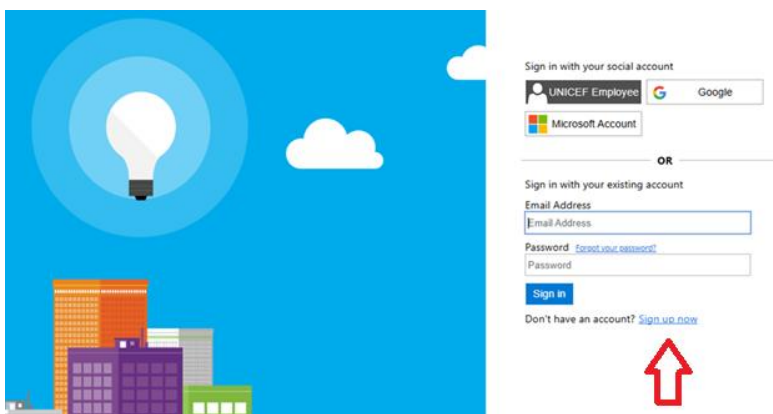
1. Log into eTools using UNICEF email and password. Link to eTools: <https://etools.unicef.org/>



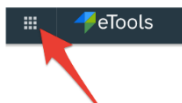
2. UNICEF Staff needs to select the button of **UNICEF Employee**



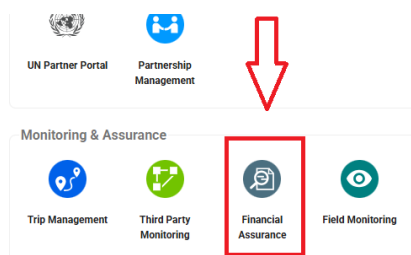
3. For external users, you need to first register (**Sign Up Now**) using the exact email address added by UNICEF Audit focal point. Complete the registration requirement. Then select **Sign in**



4. Click on the **Menu** icon in the top left corner of the screen.



5. Select Financial Assurance Module



Create an Engagement (Spot Check/Audit)

6. Click on Add New Engagement

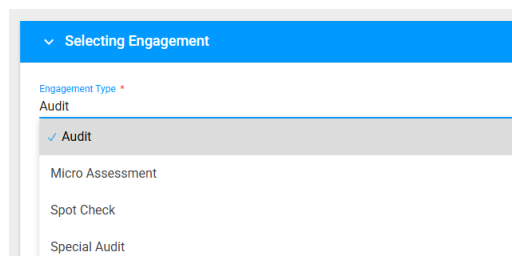


b) View of Partner's History

7. drop-down list to select the partner (A Summary Table of the previous Financial Assurances and assessment will be viewed automatically; along with the associated Financial Findings and Open Action points)

Selecting Partner						
Partner *	ACTED		☐ Show Blocked Partners		Vendor Number 2500234626	
HACT Risk Rating	Type of Assessment	Date of Report	Amount Audited	Financial Findings	% Financial Findings	
Low	Micro Assessment	10 Oct 2023	963,576.00	8,893.00	0.92	
Engagement Type	Date of Report	Amount Tested (USD)	Financial Findings (USD)	Pending Unsupported Amount (USD)	Report	# Open High Priority AP
Special Audit	20 Aug 2025	—	—	—	View Report	0
Audit	5 Aug 2025	569	96	96	View Report	0
Audit	13 Sep 2024	4,000	3,000	3,000	View Report	0
Micro Assessment	1 Aug 2024	—	—	—	View Report	0
Micro Assessment	1 Aug 2024	—	—	—	View Report	0
Rows per page: 5 1-5 of 27 < < > >						

8. Selecting the type of engagement



9. Select the Reported FACE Forms subjected for the exercise (Spot Check, Audit, Special Audit)

Selecting Engagement

Engagement Type *
Audit

Scheduled Year *
2025

Start date of first reporting FACE
1 Oct 2023

End date of last reporting FACE
30 Sep 2024

☐ Joint Engagement

Shared Audit with
UNDP X

Total Value of Selected FACE form(s) in USD
221,452.87

Total Value of Selected FACE form(s) in Local Currency
18,420,224.00

No. of selected Face(s): 6

FACE No. (Liquidation)	FACE No. (Request)	Currency	Amount	Amount (USD)	Exchange rate	Date of Liquidation	Start Date	End Date	Modality
☐ 2040/512540 ⓘ	2040/509571	INR	168,708.00	2,021.18	83.47	11 Oct 2024	1 Jul 2024	30 Sep 2024	Direct Cash Transfer
☐ 2040/512546 ⓘ	2040/510785	INR	5,615,837.00	67,287.76	83.46	21 Oct 2024	1 Jul 2024	30 Sep 2024	Direct Cash Transfer
☒ 2040/512576 ⓘ	2040/512570	INR	17,072.00	203.07	84.07	21 Oct 2024	1 Jul 2024	30 Sep 2024	Reimbursement t
☐ 2040/513439 ⓘ	2040/511772	INR	3,102,250.00	37,032.41	83.77	9 Dec 2024	10 Jun 2024	30 Nov 2024	Direct Cash Transfer
☐ 2040/513480 ⓘ	2040/513440	INR	217,158.00	2,571.44	84.45	9 Dec 2024	10 Jun 2024	30 Nov 2024	Reimbursement t

Rows per page: 5 21-25 of 68 < >

Selecting Engagement

Engagement Type *

Special Audit

Scheduled Year *

2025

Start date of first reporting FACE

1 Feb 2024

End date of last reporting FACE

30 Sep 2024

Joint Engagement

Shared Audit with UNDP

Total Value of Selected FACE form(s) in USD

220,000.00

Total Value of Selected FACE form(s) in Local Currency

16,000,000.00

No. of selected Face(s): 6

FACE No. (Liquidation)	FACE No. (Request)	Currency	Amount	Amount (USD)	Exchange rate	Date of Liquidation	Start Date	End Date	Modality
☐ 2040/512540 ⓘ	2040/509571	INR	168,708.00	2,021.18	83.47	11 Oct 2024	1 Jul 2024	30 Sep 2024	Direct Cash Transfer
☐ 2040/512546 ⓘ	2040/510785	INR	5,615,837.00	67,287.76	83.46	21 Oct 2024	1 Jul 2024	30 Sep 2024	Direct Cash Transfer
☒ 2040/512576 ⓘ	2040/512570	INR	17,072.00	203.07	84.07	21 Oct 2024	1 Jul 2024	30 Sep 2024	Reimbursement
☐ 2040/513439 ⓘ	2040/511772	INR	3,102,250.00	37,032.41	83.77	9 Dec 2024	10 Jun 2024	30 Nov 2024	Direct Cash Transfer
☐ 2040/513480 ⓘ	2040/513440	INR	217,158.00	2,571.44	84.45	9 Dec 2024	10 Jun 2024	30 Nov 2024	Reimbursement

Rows per page: 5

21-25 of 68

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Specific Procedure To Be Performed

Procedure

Description

No records found.

Add New Procedure

Description *

Special Audit ToR details

CANCEL

ADD

10. Vendor Name, PO Date, and Contract Expiry Date will automatically be populated (from VISION) once you enter Purchase Order Number (from VISION)
11. Enter **00** (double zero) followed by **Purchase Order (PO) Number** and press enter.

▼ Selecting Service Provider

Purchase Order Number *

0043384898

SAI *

No

Date IP was contacted *

11 Sep 2025

Auditing Company Name

BDO LLP

PO Date

25 Jul 2023

PO Item

10

Contract Expiry Date

14 Dec 2023

NOTE: Select the date when the IP was contacted to conduct the exercise

NOTE: Changes to the date of contacting the IP will remain available until the date of field visit is identified.

12. Select at least one Audit Staff Member or click on the plus sign at the top right of the section to add a new audit staff member.

Audit Staff Team Members (1)					
Has Access	Position	First Name	Last Name	Phone Number	E-mail Address
☒	Consultant	MR	RAKOTO-EY	-	mamirakoto3344@gmail.com

13. Partner details will be automatically populated

Partner Details			
Partner	ACCESS TO HEALTH	Partner Address	PLOT 2106 RUE DU LAC MPAGA, KIGALI, 375
Phone Number	252500252	Email Address	MICHELM@THEACCESSPROJECT.COM
		Authorized Officers	Fulgence AFRICA

NOTE: In case of assurance activity is conducted for CSOs, a list of PDs/SPDs will be automatically populated as optional for selection.

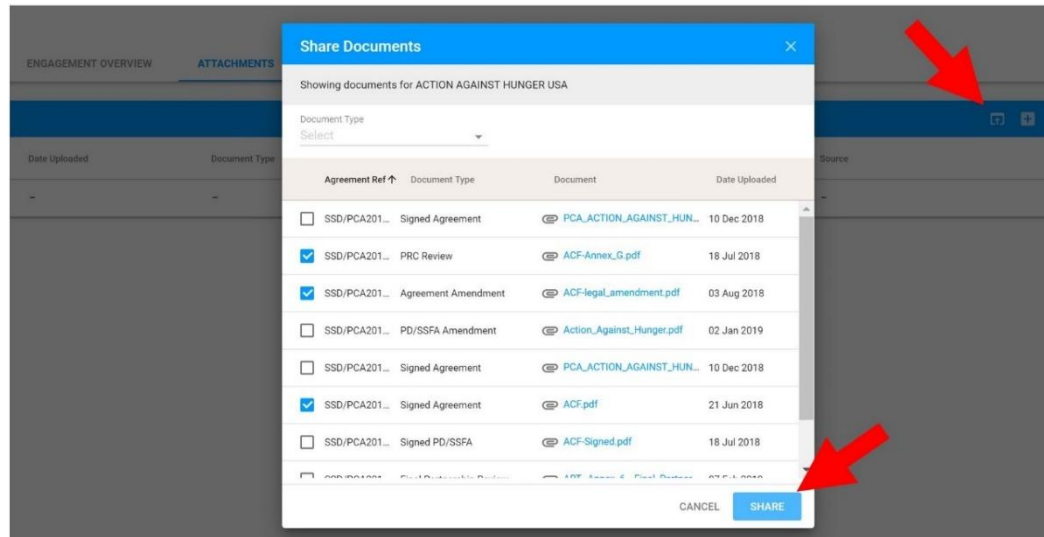
14. Fill in the UNICEF contact information (Optional).

Unicef Contact		
Shared Audit with	Sections	Offices
Enter Shared Audit with	Enter Sections	Enter Offices
Notified When Completed		
Enter Notified When Completed		

15. To add or share attachments with the spot checker/auditor that are relevant to the eTools engagement. Click on the **Attachments** tab and upload the required attachments. This option will remain available during the life cycle of the spot check/audit.

ENGAGEMENT OVERVIEW	ATTACHMENTS		
Related Documents			
Date Uploaded	Document Type	File Attachment	Source
-	-	-	-

16. To share attachments related to the partner and/or programme that are already uploaded on eTools. Click on the upload button. A pop-up window will appear showing the available documents from the eTools library. You can select multiple files and click on **Share** to attach them to the engagement as shown below



17. When finalizing the required information then, Click on Create icon in the bottom Status bar



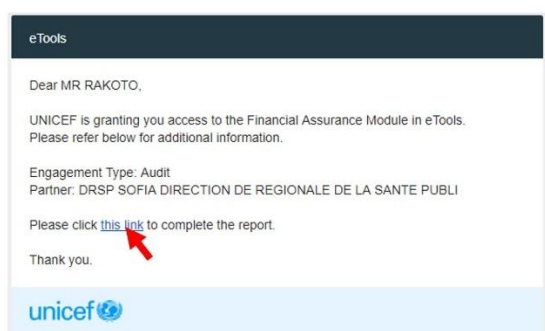
18. The status of your engagement will change to **IP Contacted** (including the date IP was contacted). The Spot Checker/Auditor will receive an email informing them of their selection for the engagement.



c) Reporting

Spot Checkers/Auditors will be able to complete reporting the eTools engagement and submit it to UNICEF for review, following the steps: -

19. Click the link in the email to gain access to the Financial Assurance Module, or sign in to eTools by clicking the link <https://etools.unicef.org/>



20. List of engagements will be displayed

Engagements					EXPORT
Search reference number, partner or auditor					FILTERS
1-10 of 18					
Reference Number	Audit Firm	Name	Engagement Type	Status	
IND/ACTIO/A/2025/1689	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Audit	Final Report (13 Nov 2025)	
IND/ACTIO/SA/2025/1688	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Special Audit	IP Contacted (1 Oct 2025)	
IND/ACTIO/SC/2025/1687	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	Final Report (3 Nov 2025)	
IND/ACTIO/SC/2025/1686	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)	
IND/ACTIO/SC/2025/1685	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)	
IND/ACTIO/SC/2025/1684	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	Field Visit (2 Oct 2025)	
IND/ACTIO/A/2025/1683	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Audit	IP Contacted (1 Oct 2025)	
IND/ACTIO/SC/2025/1682	ASUJA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)	

21. Click on the **Unique ID** ([Hyberlink](#)) of the engagement you wish to complete the report

The engagement page will open, and you will be able to view the IP Historical records of assessments and assurances activities, outstanding financial findings, and the outstanding open action points, the engagement requested, FACE form(s) subjected for spot check/audit, and the partner information entered by UNICEF Focal Point.

ENGAGEMENT DETAILS						
REPORT						
FOLLOW-UP						
ATTACHMENTS						
Selecting Partner						
Partner ACTED		Vendor Number 2500234626				
HACT Risk Rating Low	Type of Assessment —	Date of Report 10 Oct 2023	Amount Audited 1,325,176.00	Financial Findings 84,829.00	% Financial Findings 6.40	
Engagement Type	Date of Report	Amount Tested (USD)	Financial Findings (USD)	Pending Unsupported Amount (USD)	Report	# Open High Priority AP
Audit	11 Sep 2025	361,600	75,936	75,936	View Report	1
Special Audit	20 Aug 2025	—	—	—	View Report	0
Audit	5 Aug 2025	569	96	96	View Report	0
Audit	13 Sep 2024	4,000	3,000	3,000	View Report	0
Micro Assessment	1 Aug 2024	—	—	—	View Report	0
Rows per page: 5 1-5 of 28 < > >>						

22. Click on the **Report Tab**

ENGAGEMENT OVERVIEW	REPORT	ATTACHMENTS
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23. Enter the **Date of the Field Visit**

Engagement Status

Date of Field Visit * **1**
21 Oct 2025

Date Draft Report Issued to IP **2**
29 Oct 2025

Date Comments Received from IP **3**
3 Nov 2025

Date Draft Report Issued to UNICEF **4**
17 Nov 2025

Date Comments Received from UNICEF **5**
24 Nov 2025

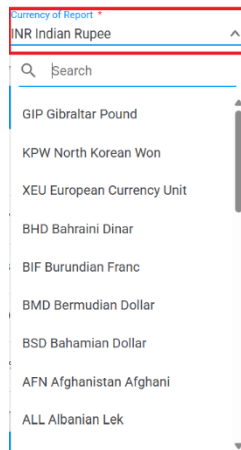
Currency of Report *
INR Indian Rupee

NOTE: Once you enter the **Date of the Field Visit** into eTools engagement, the status will be updated to coincide with this date.

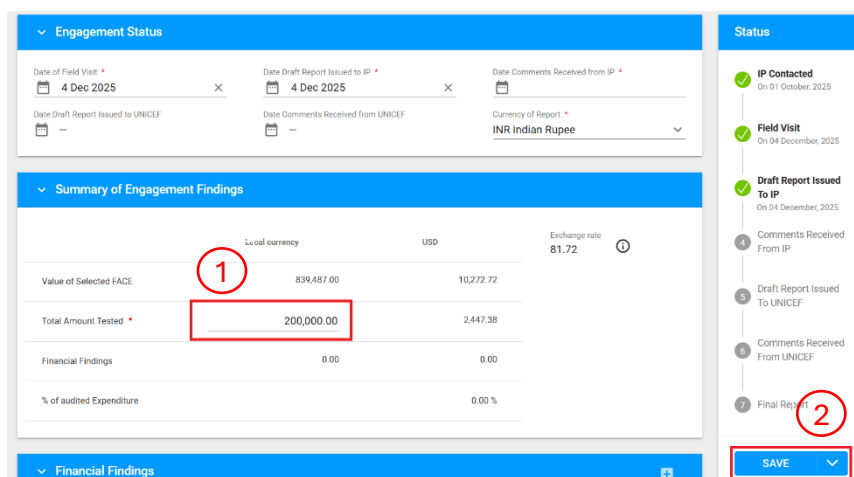
NOTE: After scheduling a field visit, the Spot Checker/Auditor will work with IP to collect appropriate data and conduct field work.

24. Once the field visit is completed, Spot Checker/Auditor is required to issue a draft report of their review to the partner for review and feedback. Once issued, you will enter the **Date of Draft Report** that is issued to IP in eTools.

25. Once you enter the **Date of Draft Report issued to IP** into eTools engagement, the status will update to coincide with this date.
26. After the IP sends its comments, you will enter the **Date of Comments Received from IP**.
27. Once you enter the **Date Comments Received from IP** into eTools engagement, the status will update to coincide with this date.
28. After you issue the draft report to UNICEF to review and make comments, you enter the **Date of Draft Report Issued to UNICEF**.
29. Once you enter the **Date of Draft Report is Issued to UNICEF** into eTools engagement, the status will update to coincide with this date.
30. Once the relevant dates are completed, the currency must also be selected. To select the spot check/audit currency, the spot checker/auditor needs to click on the drop-down list of **Currency of Report** and select the reporting currency



31. The next section allows the spot checker/auditor to indicate the total amount tested from the overall total amount subjected to spot check/audit during the field visit. The spot checker/auditor should record the total amount tested and then click '**Save**' to ensure that the eTools platform is updated.

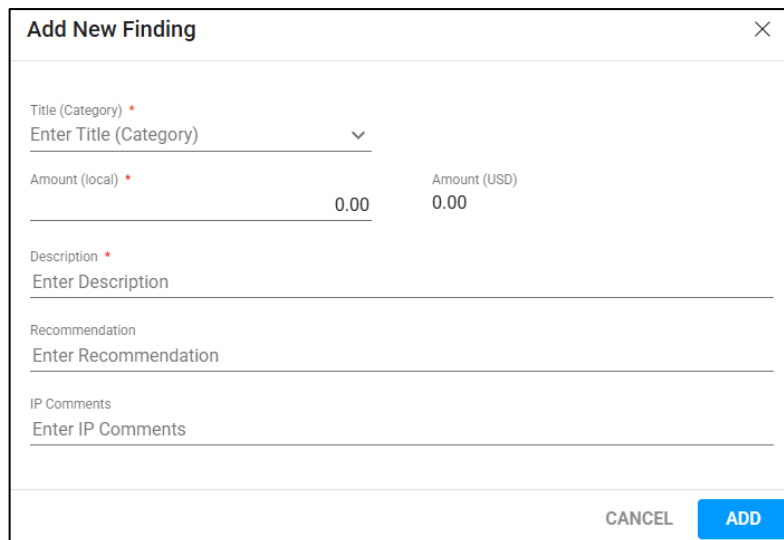


	Local currency	USD
Value of Selected FACE	839,487.00	10,272.72
Total Amount Tested *	200,000.00	2,447.38
Financial Findings	0.00	0.00
% of audited Expenditure		0.00 %

32. In case any financial findings are required to be reported, then go to the **Financial Findings** section and click on the + sign



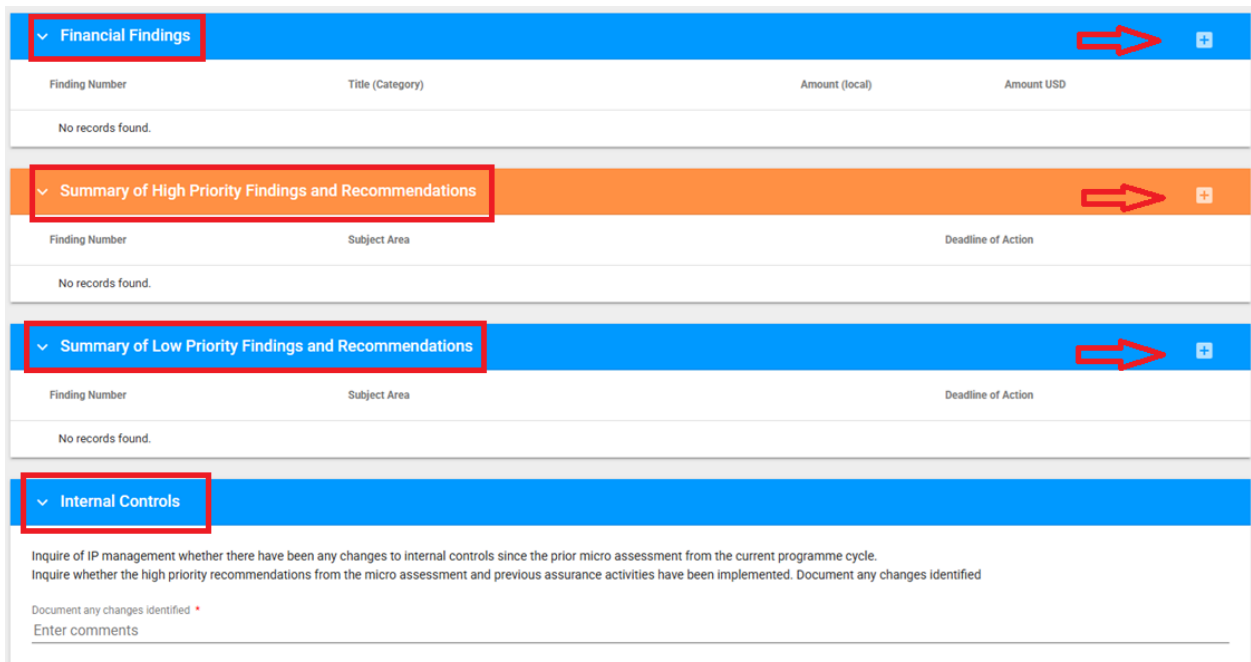
33. A pop-up window will appear. Add a description of the financial findings and click **Add**. Additional financial findings may be added according to the nature of the observations.



NOTE: - The spot checker/auditor will be able to record the financial findings in the same currency as the selected reporting FACE(s). Based on the exchange rate identified at the stage of creation of eTools engagement, the equivalent value in USD will be automatically generated alongside.

NOTE: - In case the FACE Form(s) currency was in USD, then the exchange rate will be equivalent to 1.

34. In case of spot check engagement,
- The Spot Checker/Auditor needs to add the summary of high-priority findings and recommendations, add the low priority findings and recommendations. (if applicable)



Financial Findings

Finding Number	Title (Category)	Amount (local)	Amount USD
No records found.			

Summary of High Priority Findings and Recommendations

Finding Number	Subject Area	Deadline of Action
No records found.		

Summary of Low Priority Findings and Recommendations

Finding Number	Subject Area	Deadline of Action
No records found.		

Internal Controls

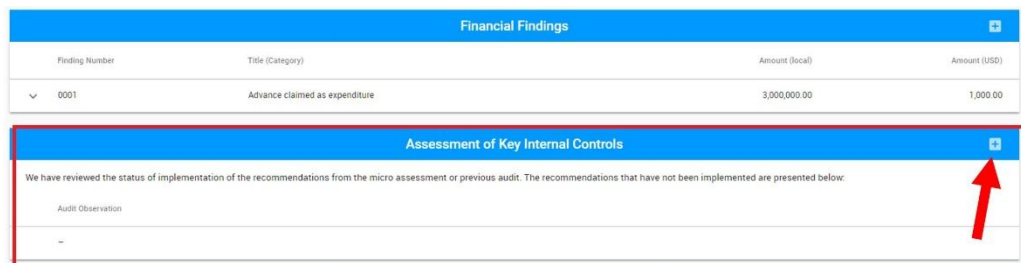
Inquire of IP management whether there have been any changes to internal controls since the prior micro assessment from the current programme cycle.
Inquire whether the high priority recommendations from the micro assessment and previous assurance activities have been implemented. Document any changes identified

Document any changes identified *

Enter comments

- Add if there is any changes identified for Internal Controls.

35. In case of audit engagement,
- Go to **Assessment of Key Internal Controls** and click on the + sign



Financial Findings

Finding Number	Title (Category)	Amount (local)	Amount (USD)
0001	Advance claimed as expenditure	3,000,000.00	1,000.00

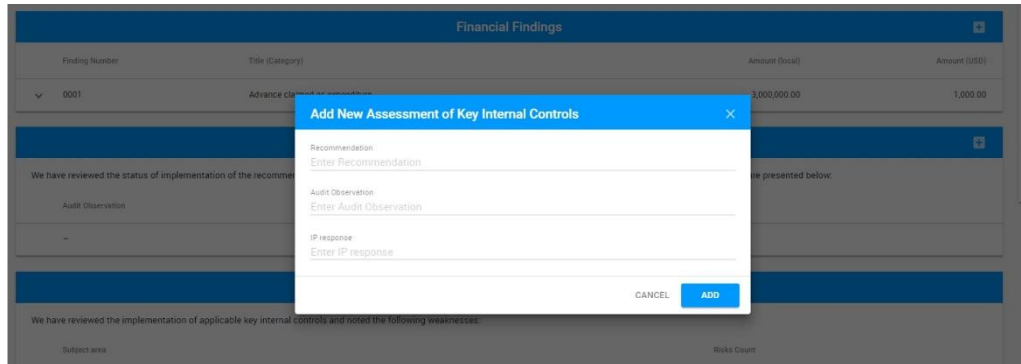
Assessment of Key Internal Controls

We have reviewed the status of implementation of the recommendations from the micro assessment or previous audit. The recommendations that have not been implemented are presented below:

Audit Observation

..

- b. A pop-up window will appear. Add the details of the recommendation, audit observation and IP response, then click **add**. More observations can be added.



The screenshot shows a table titled 'Financial Findings' with columns: Finding Number, Title (Category), Amount (local), and Amount (USD). A pop-up window titled 'Add New Assessment of Key Internal Controls' is overlaid on the table. The pop-up contains the following fields:

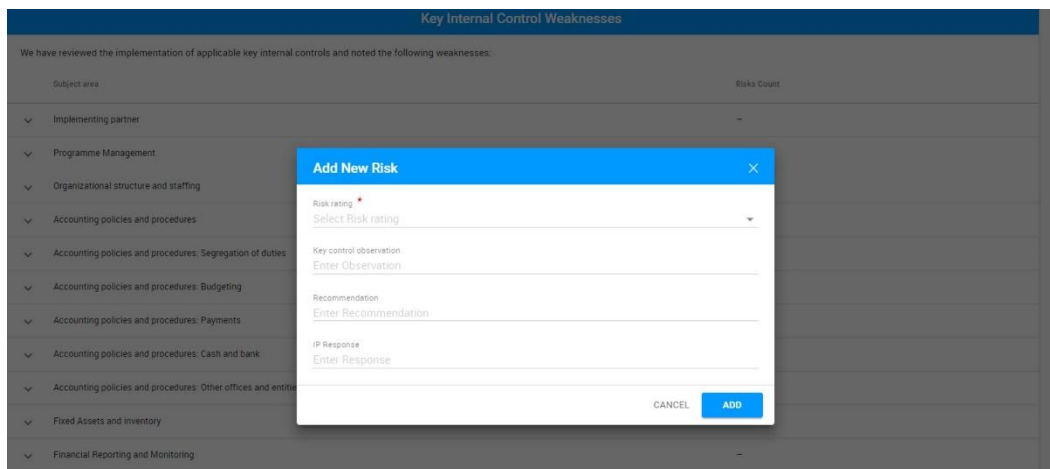
- Recommendation: Enter Recommendation
- Audit Observation: Enter Audit Observation
- IP response: Enter IP response

At the bottom of the pop-up are 'CANCEL' and 'ADD' buttons.

- c. Go to the **Key Internal Control Weaknesses** card and click on the **+** sign next to each category to add an observation of risk area

Key Internal Control Weaknesses	
We have reviewed the implementation of applicable key internal controls and noted the following weaknesses:	
Subject area	Risks Count
Implementing partner	-
Programme Management	-
Organizational structure and staffing	-
Accounting policies and procedures	-
Accounting policies and procedures: Segregation of duties	-
Accounting policies and procedures: Budgeting	-
Accounting policies and procedures: Payments	-
Accounting policies and procedures: Cash and bank	-
Accounting policies and procedures: Other offices and entities	-
Fixed Assets and inventory	-

- d. A pop-up window will appear. Complete the details and click **Add**. More risks can be added. This will populate the risk count in the Key Internal Control Weaknesses card.

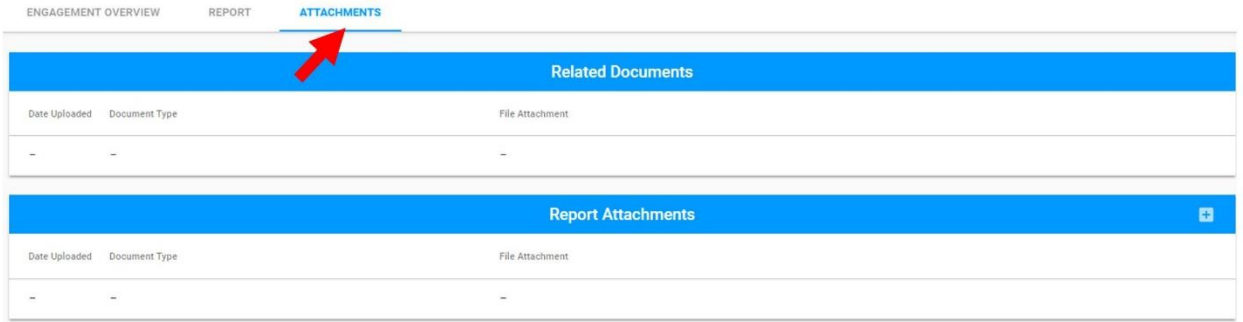


The screenshot shows the 'Key Internal Control Weaknesses' table with a pop-up window titled 'Add New Risk' overlaid. The pop-up contains the following fields:

- Risk rating: Select Risk rating
- Key control observation: Enter Observation
- Recommendation: Enter Recommendation
- IP Response: Enter Response

At the bottom of the pop-up are 'CANCEL' and 'ADD' buttons.

36. Go to the **Attachments** tab to attach your report



ENGAGEMENT OVERVIEW REPORT **ATTACHMENTS**

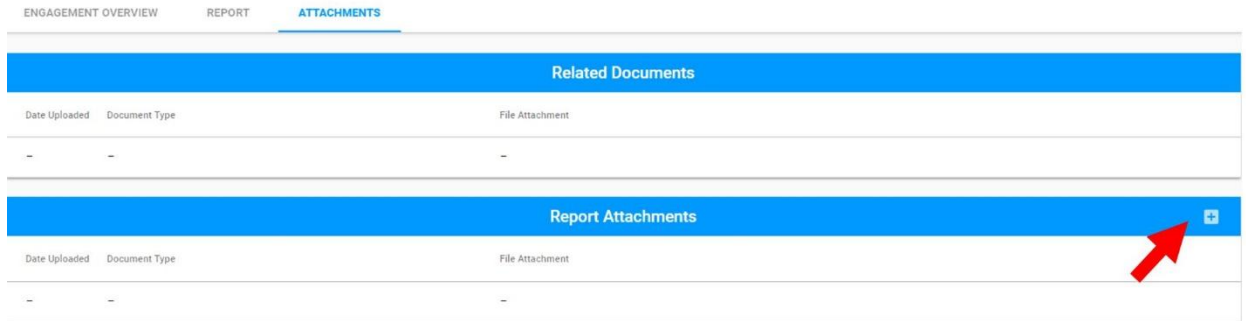
Related Documents

Date Uploaded	Document Type	File Attachment
-	-	-

Report Attachments +

Date Uploaded	Document Type	File Attachment
-	-	-

37. Click on **+** sign to attach a report



ENGAGEMENT OVERVIEW REPORT **ATTACHMENTS**

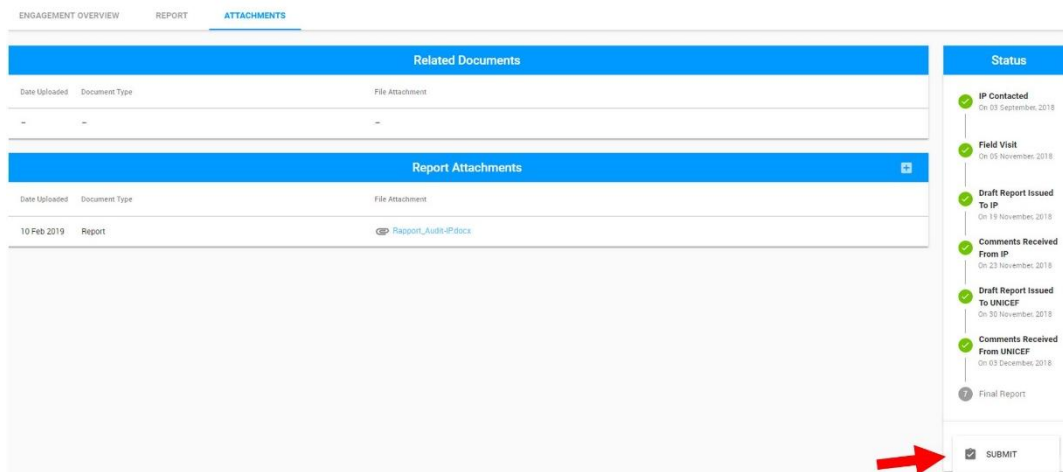
Related Documents

Date Uploaded	Document Type	File Attachment
-	-	-

Report Attachments +

Date Uploaded	Document Type	File Attachment
-	-	-

38. After the report is uploaded you can send the report to UNICEF audit focal point by clicking '**Submit**' (Can be found by clicking the arrow next to **Save**).



ENGAGEMENT OVERVIEW REPORT **ATTACHMENTS**

Related Documents

Date Uploaded	Document Type	File Attachment
-	-	-

Report Attachments +

Date Uploaded	Document Type	File Attachment
10 Feb 2019	Report	Rapport_Audit-IP.docx

Status

- IP Contacted
On 08 September, 2018
- Field Visit
On 05 November, 2018
- Draft Report Issued To IP
On 13 November, 2018
- Comments Received From IP
On 23 November, 2018
- Draft Report Issued To UNICEF
On 30 November, 2018
- Comments Received From UNICEF
On 03 December, 2018
- Final Report

☒ **SUBMIT**

39. When the spot checker/auditor submits the report in eTools, the status of the report will be changed to **Final Report**.

Status

✓

IP Contacted

On 01 October, 2025

✓

Field Visit

On 21 October, 2025

✓

Draft Report Issued To IP

On 29 October, 2025

✓

Comments Received From IP

On 03 November, 2025

✓

Draft Report Issued To UNICEF

On 17 November, 2025

✓

Comments Received From UNICEF

On 24 November, 2025

7

Final Report

SAVE

d) Assigning Follow-Up Action Points

40. UNICEF audit focal point should review the spot check/audit reports received when the report is submitted from the spot checker/auditor.

Engagements

Staff Spot Checks

EXPORT

+ ADD NEW ENGAGEMENT

Search reference number, partner or auditor

FILTERS

1-10 of 644

Reference Number	Audit Firm	Name	Engagement Type	Status
IND/ACTIO/SC/2025/1687	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	Report Submitted (3 Nov 2025)
IND/ACTIO/SC/2025/1686	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)
IND/ACTIO/SC/2025/1685	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)
IND/ACTIO/SC/2025/1684	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	Field Visit (2 Oct 2025)
IND/ACTIO/A/2025/1683	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Audit	IP Contacted (1 Oct 2025)
IND/ACTIO/SC/2025/1682	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)
IND/ACTIO/SC/2025/1681	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	IP Contacted (1 Oct 2025)
IND/ACTIO/MA/2025/1679	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Micro Assessment	IP Contacted (1 Oct 2025)
IND/ACTIO/SC/2025/1677	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Spot Check	Comments Received from UNICEF (1 Oct 2025)
IND/ACTIO/A/2025/1676	ASIJIA AND ASSOCIATES LLP	ACTION AID ASSOCIATION	Audit	Comments Received from UNICEF (2 Oct 2025)

eTools Community Channels

Knowledge Base

Discussion

Information

41. UNICEF staff audit focal point should assign the high-priority action points if the report indicates any financial findings or high-priority observations.

IND/ACTIO/SC/2025/1687

ENGAGEMENT DETAILS REPORT FOLLOW-UP ATTACHMENTS

UNICEF Follow-Up Actions

Reference No.	Action Point Category	Assignee (Section / Office)	Status	Due On	Priority
No records found					

Add Action Point

Related Partner: ACTION AID ASSOCIATION

Related PD/SPD: Select Related PD/SPD

Exchange rate: 84.38

Action Point Category: IP to correct FACE form or Statement...

Description: Please ensure to discuss with the IP to submit the correct SoE.

Assignee: Abdulrahman Jaadan

Section of Assignee: Health

Office of Assignee: Mumbai

Due On: 30 Nov 2025

☒ This action point is high priority

CANCEL SAVE

Status

- IP Contacted On 02 October, 2025
- Field Visit On 03 October, 2025
- Draft Report Issued To IP On 06 October, 2025
- Comments Received From IP On 12 October, 2025
- Draft Report Issued To UNICEF On 16 October, 2025
- Comments Received From UNICEF On 19 October, 2025
- Final Report

SAVE

42. If any actions were taken to address the financial finding, you can add the type of action taken in the specific place (a brief of the action taken needs to be added).

UNICEF Follow-Up Actions

Reference No.	Action Point Category	Assignee (Section / Office)	Status	Due On	Priority
IND/2025/2352/APD	IP to correct FACE form or Statement of Expenditure	Abdulrahman Jaadan(Health / Mumbai)	open	30 Nov 2025	High

Financial Findings

	Local currency	USD
Amount Audited	4,348,786.00	51,538.11
Financial Findings	22,000.00	260.72
Amount Refunded	0.00	0.00
Additional Supporting Documentation Provided	0.00	0.00
Justification Provided and Accepted	0.00	0.00
Impairment	0.00	0.00
Pending Unsupported Amount	22,000.00	260.72

Exchange rate: 84.38

Provide explanation for additional information received from the IP or add attachments

Enter Provide explanation for additional information received from the IP or add attachments

Status

- IP Contacted On 02 October, 2025
- Field Visit On 03 October, 2025
- Draft Report Issued To IP On 06 October, 2025
- Comments Received From IP On 12 October, 2025
- Draft Report Issued To UNICEF On 16 October, 2025
- Comments Received From UNICEF On 19 October, 2025
- Final Report

SAVE

☒ FINALIZE

SEND BACK

e) Finalizing Engagement

43. When eTools engagement is ready to be finalized, UNICEF audit focal point can finalize the engagement by clicking on **Finalize** (which can be found by clicking the arrow next to save).

UNICEF Follow-Up Actions

Reference No.	Action Point Category	Assignee (Section / Office)	Status	Due On	Priority
IND/2025/2352/APD	IP to correct FACE form or Statement of Expenditure	Abdulrahman Jaadan(Health / Mumbai)	open	30 Nov 2025	High

Financial Findings

	Local currency	USD	Exchange rate
Amount Audited	4,348,786.00	51,538.11	84.38
Financial Findings	22,000.00	260.72	
Amount Refunded	0.00	0.00	
Additional Supporting Documentation Provided	0.00	0.00	
Justification Provided and Accepted	0.00	0.00	
Impairment	0.00	0.00	
Pending Unsupported Amount	22,000.00	260.72	

Provide explanation for additional information received from the IP or add attachments
Enter Provide explanation for additional information received from the IP or add attachments

Status

- IP Contacted
On 02 October, 2025
- Field Visit
On 03 October, 2025
- Draft Report Issued To IP
On 06 October, 2025
- Comments Received From IP
On 12 October, 2025
- Draft Report Issued To UNICEF
On 16 October, 2025
- Comments Received From UNICEF
On 19 October, 2025
- Final Report**

SAVE

☒ FINALIZE

SEND BACK

44. If the report was finalize, the status bar will show  next to final report status.

IND/ACTIO/SC/2025/1687

ENGAGEMENT DETAILS

REPORT

FOLLOW-UP

ATTACHMENTS

EXPORT

Selecting Partner

Partner: ACTION AID ASSOCIATION

Vendor Number: 2500230287

HACT Risk Rating: Low

Type of Assessment: —

Year of Assessment: 1 Mar 2024

Amount Audited: \$ 854,366.00

Financial Findings: \$ 1,717.00

% Financial Findings: 0.20

Summary of prior engagements

Engagement Type	Date of Report	Amount Tested (USD)	Financial Findings (USD)	Pending Unsupported Amount (USD)	Report	# Open High Priority AP
Special Audit	15 Oct 2025	—	—	—	☒ View Report	1
Spot Check	21 Dec 2022	158,069	—	—	☒ View Report	0
Spot Check	28 Dec 2021	18,434	—	—	☒ View Report	0
Audit	29 Dec 2020	624,014	1,717	1,717	☒ View Report	0
Micro Assessment	2 Nov 2019	—	—	—	☒ View Report	0

Rows per page: 5 1-5 of 5

Selecting Engagement

Status

- IP Contacted
On 02 October, 2025
- Field Visit
On 03 October, 2025
- Draft Report Issued To IP
On 06 October, 2025
- Comments Received From IP
On 12 October, 2025
- Draft Report Issued To UNICEF
On 16 October, 2025
- Comments Received From UNICEF
On 19 October, 2025
- Final Report**

SAVE

Other References

- UNICEF eTools online support is available. through the ticketing system through this [link](#)
- Knowledge base library in eTools [Here](#)

----- The End -----